

DIOCESE OF SACRAMENTO JOB DESCRIPTION

PARISH: POSITION: Youth Ministry Coordinator (Parish) CLASSIFICATION: SCHEDULE:
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SUPERVISOR: Pastor

ESSENTIAL FUNCTIONS:

Under the supervision of the pastor or his delegate, to design, develop and direct a total parish youth ministry program.

Distinguishing Characteristics:

The position is distinguished from the Parish Youth Minister by the extent of education and experience required, the considerable amount of independence exercised in carrying out tasks, and by the broad scope of responsibilities assigned. The Parish Coordinator of Youth Ministry performs work of major responsibility requiring a high level of initiative, judgment, organizational ability, and knowledge of the interrelated functions of the position and the parish.

Examples of Duties:

Plan, direct and evaluate the total parish youth ministry program, including the components of Word (evangelization and catechesis), Prayer and Worship, Community, Guidance and Healing, Justice and Service, Enablement and Advocacy; recruit, train, support and supervise adult volunteers and youth leaders; coordinate youth liturgies; maintain accurate records of participants, volunteers, and programs; budget planning and accountability; delegate tasks and responsibilities, as needed; maintain professional updating through research, continuing education and training, reading and peer contact; promote good public relations within and beyond the parish; participate in local and diocesan events.

MINIMUM QUALIFICATIONS:

Knowledge of: Church's mission in the Diocese of Sacramento; principles of youth ministry; methods of youth evangelization; principles and methods of adolescent catechesis; principles and models of youth retreats; adolescent development; leadership development; youth ministry resources and their application to adolescents; diocesan and national guidelines and trends.

Ability to: Create community with youth; assess needs of parish youth and develop long-range goals; design and coordinate programs in different component areas; recruit, train, and supervise adult volunteers and youth leaders; keep pastor and/or his

delegate advised of progress in youth ministry; relate and interact with peers beyond the parish.

SKILLS: Organization and management, leadership, effective communication.

EXPERIENCE: Two years working in leadership capacity with teenagers in parish setting, including development and implementation of one or more components of a holistic youth ministry program; demonstrable work with adult volunteers.

EDUCATION: Degree in Youth Ministry, Theology, Pastoral Studies or related field **and** California Basic Catechist certification **and** theological perspective consistent with *A Vision of Youth Ministry* (USCC, 1976) and *The Challenge of Adolescent Catechesis* (NFCYM, 1986); commitment to continuing professional education.